



Simplify.Mortgage Services

Services List

Below is a list of tasks we will complete. We generally review all files within 24 hours.

- 1) Review files for accuracy and completeness
- 2) Review income, asset, and credit docs
- 3) Order and follow up on Title
- 4) Run updated AUS if needed
- 5) Review and comply with AUS checklist
- 6) Order and follow up on Appraisal (if needed)
- 7) Order Condo Questionnaire (if needed)
- 8) Order Payoffs
- 9) Order credit supplements
- 10) Order VOE, VOR, VOD, VOM
- 11) Submit file to lender
- 12) Follow up with the lender for Conditional Approval
- 13) Work with lender to get all conditions cleared
- 14) Obtain lender Clear to Close
- 15) Validate payoff documents (mortgages, credit cards, etc)
- 16) Request prelim CD
- 17) Send a copy of Prelim CD to LO for review/approval
- 18) Schedule closing
- 19) Confirm funding
- 20) Additional "one-off" processing / operational tasks as needed